

MISSOURI CITY PARKS AND RECREATION

Meeting Room Application

Missouri City Community Center
1522 Texas Parkway * Missouri City, Texas 77489
Office: (281) 403-8637 * Fax: (281) 261-4315 * Call Center: (281) 403-8500

All governmental entities and Missouri City Homeowners' Associations, comprised of residents of Missouri City, are allowed use of a meeting room at no charge, one (1) time per calendar month, Monday through Thursday during regular business hours.

Rooms 205, 210, and the Old Court Room are available for organizational meetings at an hourly rate of \$40 during regular business hours. A \$12 caretaker fee will be assessed for rentals outside regular business hours.

Reservations with food and drink served shall be required to pay cleaning fee of \$110.

Date(s) Requested _____

Approximate Number of People Attending: _____ Time: _____ - _____

Name of Organization: _____

Purpose of Meeting/Event: _____

Will food and/or beverages be included with this event? YES NO

Contact Person: _____

**Email Address: _____

Street Address: _____ City/State: _____ Zip: _____

Home Phone: () _____ Work Phone: () _____ Cell: () _____

Chairs are available in all rooms. Rectangular Tables are limited to rooms 205 & 210.

Applicant must read the reservation policies and procedures on the back side of the application, and sign at the bottom.

For Office Use Only

Amount Paid: _____ ☐ Check ☐ Credit Card ☐ Cash Receipt # _____

Meeting Room Assigned: ☐ Municipal Court ☐ Room 210 ☐ Room 205

Staff Signature

Date

Recreation Superintendent

Date

(OVER)

Reservation Policies and Procedures

In order to insure your timely access to the public meeting room, we ask that the following procedures be followed:

1. Complete, sign and return the Meeting Room Application Form to the Missouri City Parks and Recreation office, between the hours of 8:00 a.m. and 5:00 p.m., Monday thru Friday. Governmental entities and HOA requests may be made in person or by fax, for one (1) full calendar year to insure that all dates requested are available. Rooms 205 & 210 rentals must be made no less than 10 days prior to event.
2. Missouri City Parks and Recreation will provide the government entity, HOA, or rental with the assigned number of tables and chairs in that room. The government entity, HOA, or rental is responsible for the set-up prior to and take-down of all tables and chairs at the conclusion of the scheduled meeting.
3. A representative with the government entity, HOA, or rental should arrive at the Missouri City Community Center no sooner than fifteen (15) minutes prior to the scheduled meeting time. The representative must check-in with a Recreation Center staff member on the 2nd floor of the Missouri City Community Center, and sign-in on the event inspection form before the meeting room will be unlocked.
4. The staff member will accompany the representative to the designated meeting room, unlock the room and insure that the room is equipped with the assigned number of tables and chairs. The staff member will also note the condition of the meeting room prior to the scheduled meeting.
5. **At the conclusion of the scheduled meeting, a representative with the government entity, HOA, or rental is responsible for notifying the Recreation staff member that the meeting is over and the building needs to be locked. The representative must sign-off on the event inspection sheet. The staff member will note the condition of the meeting room and document any damage to the facility or equipment.**
6. Any audio-visual equipment needed for the scheduled meeting must be provided by the government entity, HOA or renter. MCPARD is not responsible for items left in meeting rooms.
7. Trash receptacles are available in each meeting room. Please properly dispose of all trash at the conclusion of the scheduled reservation.

My signature below indicates that I have read and understand the policies and procedures for reserving a meeting room at the Missouri City Civic Center. I agree to adhere to the above stated policies and procedures, and understand that the facility must be left in the same condition at the conclusion of the scheduled meeting as it was at the beginning. I also understand that I will be responsible for any damage incurred to the meeting space and/or equipment during my scheduled reservation.

Signature of Applicant

Date

Please Note: Food and beverages are allowed at meeting/event and a \$110.00 Janitorial Service Fee will be collected at time of reservation.

ANY violation of these POLICIES and REGULATIONS may result in loss or suspension of permit or require payment of an amount equal to the fees for the rental of the room as established by resolution adopted by City Council.